



U.S. Department of State
Bureau of Educational and Cultural Affairs
Private Sector Exchange

Originally issued: May 14, 2008

Guidance Directive 2008-03

Guidance Relative to the Secondary School Student Category

Reports Due to the Office of Exchange Coordination and Designation

1. **Annual Report** – The Annual Report is due to the Department by July 31st and must cover the previous July 1 through June 30 period. Annual Reports must be completed in SEVIS and must include the narrative of program activity. Upon completion, please print and mail the report to the Department.
2. **Placement Reports** – Fall placement reports are due to the Department on August 31st. Spring semester reports are due January 15th. **This year, the due date falls on a Sunday and the following business day is a public holiday. The Fall 2008 Placement Report is due to the Department by close of business Tuesday, September 2, 2008.** Placement reports are to be filed electronically using the attached template. The completed report is to be sent to PlacementReports@state.gov.

Please note: sponsors who are Department of State, Bureau of Educational and Cultural Affairs grantee organizations should not include the grant students in their placement reports.

3. **Incident Reporting Requirements** – Sponsors are required to report immediately to the Department incidents that fall into these areas:
 - 22 CFR 62.13(b) Serious problem or controversy;
 - 22 CFR 62.25(m)(1) Any incident or allegation involving the actual or alleged sexual exploitation or abuse of an exchange student participant. Attached is a template for convenience in reporting these incidents. Use of the template is not required but it contains the fields of information the Department expects to receive.

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for Private Sector Exchange